Mono County Sheriff's Department | *Job Description and Benefits*

<u>Public Safety Officer</u>

Location
Mono County is located on the Eastern slope of the Sierra Nevada and extends 40 miles east to the State of Nevada border; the County extends from the South shore of Topaz Lake on the North, 110 miles South to the Inyo County border. The County is a sparsely populated, mountainous, rural county mainly dependent upon tourism and recreation including skiing, hiking, and fishing. Weather ranges from moderate summers to extremes in the winter months with heavy snows and below freezing temperatures.

Position
The Public Safety Officer, under supervision, supervises the conduct of prisoners at County holding facilities. The Public Safety Officer assists with and performs booking and screening procedures; assists with the transportation of prisoners; receives and transmits radio and telephone communications and dispatches law enforcement and other public safety personnel. The Public Safety Officer performs a variety of Sheriff's Department office support work and provides information to the public relating to the Sheriff's Department. The Public Safety Officer answers questions concerning prisoners and inmate status. This is an entry-level position in the Public Safety Officer series. Incumbents perform many assignments in a training and learning capacity. When sufficient job knowledge and work performance have been demonstrated, and completed, an incumbent may be promoted to the level of Public Safety Officer II.

Example of Duties
Depending upon assignment, duties may include but are not limited to the following:

- Supervise prisoner conduct during booking procedures, meals, and other activities, and during detention in the County Jail.
- Assists with receiving, booking, searching, and fingerprinting prisoners.
- Takes periodic counts of prisoners and escorts them during movement between facilities.
- Completes logs and records and assists with reports and release information.
- Screens and distributes inmate mail and delivers emergency messages.
- Answers a variety of calls within the 9-1-1 control room, receiving and classifying calls, and determining priority response and dispatching of units, according to availability, assigned geographic area and current location. Dispatches Sheriff and other public safety personnel to routine and emergency calls as required.
- Enters and clears information on the CLETS and NCIC systems to assist officers with calls.
- Performs warrant and records checks and sends warrants to other law enforcement agencies.
- Updates daily dispatch logs and prepares a variety of information and report documents.
- Performs related duties as assigned.
- 12 hour work shift.

Applicants shall possess knowledge of:

- Basic correctional procedures and prisoner control problems.

- Geography of County.
- General office and recordkeeping methods and procedures.

Applicants must have the ability to:

- Learn, assist with, and perform a wide range of assignments regarding the care, custody, and booking of prisoners with minimum direction and supervision.
- Maintain effective discipline among prisoners during a variety of activities.
- Communicate with prisoners.
- Learn to operate radio and teletype equipment.
- Use sound judgment in dispatching personnel and equipment.
- Think clearly and act quickly in emergency situations.
- Read, interpret, and analyze laws, rules, and regulations.
- Prepare accurate and grammatically correct written reports.
- Maintain courteous and tactful, but firm, relationships with the prisoners and the public.
- Understand and carry out oral and written directions.

Required Experience and Education:

- Any Achievement of a passing score on a Board of Corrections approved written Entrance Correctional Officer Examination, and achievement of a passing score on an oral qualifications appraisal interview.
- Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.
- Possession of appropriate physical and mental qualifications to pass a Public Safety Officer physical entrance examination and psychological entrance examination.
- Successful completion of the California Penal Code 832 training and current certification to work in holding facilities within one (1) year of initial employment. Successful completion of an 80 hour Basic Complaint and Dispatcher's Course.
- Possession of an appropriate valid California Driver's License.

Training and Experience:

- Any combination of training and experience or education that would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge would be some previous experience in working with people in a setting requiring group control. Also, completion of the 12th grade (or equivalent)

EMPLOYEE BENEFITS FOR PUBLIC SAFETY OFFICER:

- Salary Range: $2,814 – $3,421 (5 Steps)
- Holiday Pay: 9% (paid 2 times per year)
- Longevity Pay:
  - 2.5% after 3yrs at E Step
  - 2.5% after 6yrs at E Step
  - 2.5% after 9yrs at E Step
- Health Insurance; Cafeteria Plan covering Employee and Dependents:
  - Cost is fully paid for by County for Medical, Vision & Dental
- PERS Retirement:

- o 3% at 50.
  - o Paid by Employee (fully vested in 6yrs)
- Vacation:
  - o 10 days Initial employment
  - o 15 days after 3yrs
  - o 17 days after 10yrs
  - o 19 days after 15yrs
  - o 20 days after 20yrs
- Callout Overtime: 4hr minimum
- CTO Time: Maximum of 100hrs on books
- Sick Leave: 8hrs per month (paid out to employee after accrual of 800hrs)
- Educational Program: Job related expenses reimbursed up to $700.00 per year
- Bilingual Pay: $200.00 per month
- FTO Pay: 5% while assigned a trainee
- Shift Differential Pay:
  - o 5% for Relief Shift.
  - o 5% for Swing Shift
  - o 7 ½ % for Graveyard Shift
- Uniform Allowance: $780.00 per year
- Equipment Issued:
  - o Cold Weather Jacket
  - o Handgun
  - o Holster
  - o Handcuffs
  - o Handcuff Case
  - o Sam Browne
  - o Flashlight (Streamlight)
  - o Various Misc.

Equipment Current contract expires 12/31/2008

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